

**GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
PENSION BRANCH
WRITERS' BUILDINGS, BLOCK-IV
2ND FLOOR, KOLKATA-700 001**

From : The Special Secretary to the
Government of West Bengal.

To : Directorate of Treasuries & Accounts,
4, Lyons Range, Kolkata-700 001.

No. 1025(150)-F (Pen)

Dated, Kolkata, the 25th November, 2005.

CIRCULAR

The office of the Accountant General (A & E), West Bengal is going to adopt the procedure for receiving pension cases at their officer through Departmental Data Sheet along with Service Book and other relevant pension papers for full computerisation of Pensionary functions at their end.

2. Pension Sanctioning Authorities are, therefore, requested to fill up the requisite data through Departmental Data Sheet which is enclosed herewith, while furnishing the pension case to the office of Accountant General, West Bengal in future.
3. PSA Code if not allotted to any Pension Sanctioning Authority in terms of Finance Department Memo No. 336-F(Pen) dt. 7.3.2001, the code should be collected from the Pension Branch of Finance Department.
4. All Departments/Directorate etc. are requested to circulate this order among all subordinate offices under them.

Special Secretary to the
Government of West Bengal.